

MECHANIC ASSISTANT

DEFINITION

Under immediate supervision, relieves mechanics of routine tasks associated with vehicle and equipment maintenance and repair; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class may serve as the trainee level for a Mechanic I.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by an employee in this class. An employee may not be assigned all duties listed. Marginal duties are those which are non-essential functions for this class.

1. Completes, files, and maintains records for parts, equipment, service orders, and workload reports.
2. Picks up, receives, and stocks parts and supplies.
3. Assists mechanics in changing, balancing, mounting, and/or aligning tires; changes flat tires on field service calls; may assist in and/or learn the techniques of maintenance and repair of gasoline and diesel powered vehicles and equipment.
4. Inspects and services vehicles with oil, water, fluids, and fuel; steam cleans, washes, and waxes vehicles; sweeps floors and cleans shop equipment.
5. Provides temporary and vacation relief in similar occupational fields as necessary.

EMPLOYMENT STANDARDS

Education and/or Experience

One year of experience performing routine automotive servicing or any combination of training and experience that provides the desired knowledge and abilities.

Ability to:

Perform routing service checks on motorized equipment; change and repair tires; operate shop equipment; maintain routine records and inventory; establish and maintain cooperative working relationships.

Special Requirements:

Possession of or ability to obtain a valid California Driver's License may be required.

Physical Demands:

This position involves active physical work but not prolonged heavy exertion. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; frequent lifting of objects up to 25 lbs. with occasional lifting of objects weighing over 50 lbs.

WORKING CONDITIONS

Continuous exposure to unpleasant elements such as dust, fumes and odors, dampness, high noise levels, or outside weather conditions; travel thought the City is required.

Date Adopted: August 6, 1996